



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
APRIL 4, 2012**

Robert M. Czech, Chairperson
Robert E. Brenner
Thomas J. Perna
Richard E. Williams

SECTION B – MISCELLANEOUS MATTERS

B-67 The Division of State and Local Operations requests the inactivation of 78 titles used by various local government jurisdictions.



MEMORANDUM

DATE: March 7, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Change in Classification Plan

TITLE INACTIVATIONS

The Division of State and Local Operations requests the inactivation of the following 78 local titles. The titles have been unencumbered between one and three years, and there are no plans for future use. Some of the functions once classified by these titles no longer exist.

Local Appointing Authorities have been given the opportunity to review this proposal.

This action will be effective the first full pay period after approval by the Civil Service Commission.

TITLES TO BE INACTIVATED

Maintenance Engineer
02325 C

Assistant Engineer Highways
00521 C

Supervising Engineer Bridges
04708 C

Chief Engineer Parks
06283 C

Director of Engineering
07162 C

Environmental Health Specialist Hazardous Substances
07502 C

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Program Coordinator Hazardous Material
07951 C

Microbiologist
02501 C

Public Health Epidemiologist Apprentice
02911 C

Public Health Planner Apprentice
01448 C

Assistant Planner Parks
05650 C

Executive Director Human Relations Commission
01783@ C

Tenant Advisor
05671 C

Relocation Claims Assistant Typing
07080 C

Senior Recovery Assistant Detoxification Unit
05245 C

Principal Youth Group Worker
07696 C

Employee Assistance Counselor
05377 C

Chief Occupational Therapist
01162 C

Occupational Therapist Supervisor
02566 C

Senior Occupational Therapist
03483 C

Physical Therapist Supervisor
02672@ C

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Public Health Nurse Trainee
02661@ C

Director of the Bureau of Narcotics
05891 U

Program Coordinator Maternal and Child Health
07453 C

Training Officer Juvenile Detention
07628 C

Institutional Trade Instructor Cook
02129 C

Medical Librarian
02467 C

First Assistant Corporation Counsel
01854 U

Counsel County Welfare Agency
01383@ U

Legal Assistant County Welfare Agency
06325 U

Musician
02585 N

County Auditor
01391@ U

Chief Tax Auditor
01217 C

Assistant Coordinator for Federal And State Aid
00435 C

Member and Secretary Board Of Adjustment
02484 U

Chairperson Rent Control Board
07089 U

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Member and Clerk Board of Assessors
02482 U

Member and Secretary Board of Assessors
02485 U

Confidential Agent
01335 U

Chief Analyst City Clerk
01013 C

Personnel Aide Stenography
05128 C

Supervisor Job Development
03963@ C

Food Service Inspector
01860 C

Supervising Fire Protection Inspector
05051 C

Senior Fire Protection Inspector
05052 C

Assistant Tax Research Examiner and Investigator
00793 C

Fire Protection Inspector Trainee
07805 C

Supervising Assessing Clerk
03852@ C

Deputy Clerk Board of Elections
01491 C

Court Clerk Probate
05090 C

Senior Statistical Typist
03595 C

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Senior Central Supply Aide
03239 C

Supervisor of Hospital Stores
04026 C

Senior Emergency Medical Technician Dispatcher
05513 C

Supervisor Laundry
06428 C

Laundry Supply Supervisor
06401 C

Inspector Gypsy Moth Control
02103 C

Assistant Supervisor of Custodians
00763@ C

Senior Childrens Supervisor
03243 C

Chief Security Officer
01210 C

Chief of County Detectives
01165 C

Sergeant of County Detectives
03662@ C

Chief Identification Officer
01140 C

Institution Fire Chief
02109 C

Arson Investigator
04887 C

Senior Arson Investigator
04888 C

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Transformer and Electromobile Equipment Maintainer Trainee
06024 C

Assistant General Supervisor Water Meter Repair
06849 C

Fire Signal System Superintendent U.F.D.
05881 C

Senior Locksmith
05232 C

Superintendent of Electrical Bureau
03823 C

Supervising Sheet Metal Worker
06921 C

Supervising Maintenance Repairer Electrical
07342 C

Principal Artificial Ice Rink Refrigeration Engineer
02761 C

Emergency Water Service Worker
05633 C

Superintendent of Bridges
06582 C

Senior Stationary Engineer
03594 C

Superintendent of Watershed
03842 C

KC/JMM/BP/PM

ACTION:

- B-68** The Department of Law and Public Safety requests the restructuring and renaming of its existing attorney titles, title consolidation and elimination, and the establishment of single rate titles.



MEMORANDUM

DATE: March 29, 2012

TO: The Civil Service Commission

FROM: Kenneth Connolly, Director
State and Local Operations *Kenneth Connolly*

SUBJECT: Change in the State Classification and Compensation Plan

DEPARTMENT OF LAW AND PUBLIC SAFETY

The Department of Law and Public Safety (L&PS) requests the restructuring of its attorney titles to provide clarity, uniformity and flexibility within its Divisions, as well as provide the Department with the ability to operate more efficiently and cost effectively. The restructuring involves the creation of new titles, the restructuring and renaming of existing titles, title consolidation and elimination, and the establishment of single rate titles. All new titles are proposed to be in the unclassified service pursuant to N.J.S.A. 11A:3-4(g).

The restructuring is summarized as follows:

1.) The Deputy Attorney General (DAG) title series, presently consisting of five (5) unclassified titles, is proposed to be consolidated into a single title called Deputy Attorney General. The proposed new structure provides the Department with the flexibility to assign staff as needed and compensate employees at levels appropriate to their responsibilities and performance. Existing incumbents will be reclassified into the new title and will experience no adverse impact by this action. The initial salary will be capped at \$95,000 and the salary range will be negotiated by the Governor's Office of Employee Relations.

2.) The Assistant Deputy Attorney General (ADAG) title series, presently consisting of three (3) titles allocated to the non-competitive division of the career service, will be consolidated into a single title called Assistant Deputy Attorney General. Existing incumbents will be reclassified into the new title and will experience no adverse impact by this action which will allow the Department to compensate employees at levels appropriate to their responsibilities and performance.

The ADAG title series was created in November of 2004. However, research indicates that two levels within the series were never utilized by the Department. Thus, the continued need for three levels is not evident.

3.) Eight (8) new unclassified titles are requested to streamline operations. It is proposed that all but one of the new titles be single rate, and the remaining title, OAG Assistant Attorney General, be a no-range title, with a salary not to exceed \$130,000.

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The proposed single rate titles and salaries are:

- Executive Assistant Attorney General \$139,000
- Counsel to the Attorney General \$139,000
- Deputy Counsel to the Attorney General \$132,000
- Director, Office of Insurance Fraud Prosecutor \$135,000
- Director, Office of Law Enforcement Professional Standards \$117,000
- Section Chief, Law & Public Safety:
 - effective July 1, 2012 \$95,000
 - effective January 1, 2013 \$105,000
 - effective July 1, 2013 \$115,000
 - those employees appointed to the title Section Chief:
 - whose current salaries exceed \$115,000 shall remain at their current salary until the authorized salary for the title Section Chief exceeds their current salary, at which time their salary shall be increased to the higher amount;
 - whose current salaries are below \$115,000 but above \$105,000 shall remain at their current salary until July 1, 2013 at which time their salary shall be increased to \$115,000;
 - whose current salaries are below \$105,000 but above \$95,000 shall remain at their current salary until January 1, 2013 at which time their salary shall be increased to \$105,000;
 - whose current salaries are below \$95,000 shall receive a salary increase to \$95,000 effective July 1, 2012.
- Assistant Section Chief, Law & Public Safety:
 - effective July 1, 2012 \$85,000
 - effective January 1, 2013 \$95,000
 - effective July 1, 2013 \$105,000
 - those employees appointed to the title Assistant Section Chief:
 - whose salaries exceed \$105,000 shall remain at their current salary until the authorized salary for the title Assistant Section Chief exceeds their current salary, at which time their salary shall be increased to the higher amount;
 - whose current salaries are below \$105,000 but above \$95,000 shall remain at their current salary until July 1, 2013 at which time their salary shall be increased to \$105,000;
 - whose current salaries are below \$95,000 but above \$85,000 shall remain at their current salary until January 1, 2013 at which time their salary shall be increased to \$95,000;
 - whose current salaries are below \$85,000 shall receive a salary increase to \$85,000 effective July 1, 2012.

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4.) The establishment of three (3) unclassified, single rate titles is requested to replace the existing unclassified title, Assistant Attorney General (M40-30378). The proposed new titles and their respective salaries are:

- Assistant Attorney General 3
 - effective July 1, 2012 \$120,000
 - effective January 1, 2013 \$130,000
 - those employees appointed to the title Assistant Attorney General 3:
 - whose salaries exceed \$130,000 shall remain at their current salary until the authorized salary for the title Assistant Attorney General 3 exceeds their current salary, at which time their salary shall be increased to the higher amount;
 - whose current salaries are below \$130,000 but above \$120,000 shall remain at their current salary until January 1, 2013 at which time their salary shall be increased to \$130,000;
 - whose current salaries are below \$120,000 shall receive a salary increase to \$120,000 effective July 1, 2012.
- Assistant Attorney General 2
 - effective July 1, 2012 \$120,000
 - effective January 1, 2013 \$128,000
 - those employees appointed to the title Assistant Attorney General 2:
 - whose salaries exceed \$128,000 shall remain at their current salary until the authorized salary for the title Assistant Attorney General 2 exceeds their current salary, at which time their salary shall be increased to the higher amount;
 - whose current salaries are below \$128,000 but above \$120,000 shall remain at their current salary until January 1, 2013 at which time their salary shall be increased to \$128,000;
 - whose current salaries are below \$120,000 shall receive a salary increase to \$120,000 effective July 1, 2012.
- Assistant Attorney General 1
 - effective July 1, 2012 \$120,000
 - effective January 1, 2013 \$126,000
 - those employees appointed to the title Assistant Attorney General 1:
 - whose salaries exceed \$126,000 shall remain at their current salary until the authorized salary for the title Assistant Attorney General 1 exceeds their current salary, at which time their salary shall be increased to the higher amount;
 - whose current salaries are below \$126,000 but above \$120,000 shall remain at their current salary until January 1, 2013 at which time their salary shall be increased to \$126,000;
 - whose current salaries are below \$120,000 shall receive a salary increase to \$120,000 effective July 1, 2012.

The title Assistant Attorney General (M40-30378) will be inactivated upon movement of all existing incumbents to the new titles.

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5.) Five (5) unclassified, managerial titles are proposed to be reassigned from their current salary ranges to become single rate titles at the salaries listed below:

- First Assistant Attorney General (M44-30368) \$139,000
- Director Division of Criminal Justice (M43-30558) \$138,000
- Director Division of Law (M43-30388) \$138,000
- Director Division of Gaming Enforcement (M43-30559) \$134,000
- Director Division of Alcoholic Beverage Control (M41-31358) \$130,000

The final Employee Relations Groups for the new titles will be determined by the Office of Employee Relations.

The appropriate negotiations representatives were notified of these plans.

ESTABLISHMENT OF NEW TITLES:

Effective: Changes will be effective April 21, 2012.

Assistant Attorney General 3
 (TBD)99_##### Unclassified C NL/12

Assistant Attorney General 2
 (TBD)99_##### Unclassified C NL/12

Assistant Attorney General 1
 (TBD)99_##### Unclassified C NL/12

Assistant Section Chief, Law & Public Safety
 (TBD)99_##### Unclassified C NL/12
 Section Chief, Law & Public Safety
 (TBD)99_##### Unclassified C NL/12

Executive Assistant Attorney General
 (TBD)99_##### Unclassified C NL/12

Deputy Counsel to the Attorney General
 (TBD)99_##### Unclassified C NL/12

Counsel to the Attorney General
 (TBD)99_##### Unclassified C NL/12

Director, Office of Insurance Fraud Prosecutor
 (TBD)99_##### Unclassified C NL/12

Director, Office of Law Enforcement Professional Standards
 (TBD)99_##### Unclassified C NL/12

OAG, Assistant Attorney General
 (TBD)98_##### Unclassified C NL/12

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CHANGE IN SALARY RANGE:

Effective: Changes will be effective April 21, 2012.

FROM:**TO:**

Director Division of ABC
 M41-31358 Unclassified C NL/12

Director Division of ABC
 M99-31358 Unclassified C NL/12

Director Division of Criminal Justice
 M43-30558 Unclassified C NL/12

Director Division of Criminal Justice
 M99-30558 Unclassified C NL/12

Director Division of Law
 M43-30388 Unclassified C NL/12

Director Division of Law
 M99-30388 Unclassified C NL/12

Director Div. of Gaming Enforcement
 M43-30559 Unclassified C NL/12

Director Div. of Gaming Enforcement
 M99-30559 Unclassified C NL/12

First Assistant Attorney General
 M44-30368 Unclassified C NL/12

First Assistant Attorney General
 M99-30368 Unclassified C NL/12

TITLE RESTRUCTURING, TITLE VERBIAGE & MOVEMENT OF INCUMBENTS:

Effective: Changes will be effective April 21, 2012.

FROM:**TO:**

Deputy Attorney General 1
 Z38-30468 Unclassified C NL/12

Deputy Attorney General
 Z98_#### Unclassified C NL/12

Deputy Attorney General 2
 Z35-30467 Unclassified C NL/12 ➡

Deputy Attorney General 3
 Z33-30469 Unclassified C NL/12 ➡

Deputy Attorney General 4
 Z30-30466 Unclassified C NL/12 ➡

Deputy Attorney General 5
 Z25-30465 Unclassified C NL/12 ➡

Assistant Deputy Attorney General 1
 M40-30458 NC C NL/12

Assistant Deputy Attorney General
 M98_#### NC C NL/12

Assistant Deputy Attorney General 2
 M35-30457 NC C NL/12 ➡

Assistant Deputy Attorney General 3
 M30-30456 NC C NL/12 ➡

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TITLE INACTIVATION:

Effective: Changes will be effective subsequent to the movement of all existing incumbents.

Assistant Attorney General
M40-30378 Unclassified C NL/12

KC/JM/GB

ACTION:

B-69 LABORER, DEPARTMENT OF NEIGHBORHOOD AND RECREATIONAL SERVICES, NEWARK

Newark's failure to comply with the agency's determination of title rights for the title of Laborer in the Department of Neighborhood and Recreational Services for the December 23, 2010 layoff is before the Civil Service Commission for review.

ACTION:**B-70 2011 FIRE CAPTAIN EXAMINATION, CITY OF LINDEN**

The Firemen's Mutual Benevolent Association, Local 234 (FMBA), represented by Craig Gumpel, Esq., appeals the decision by the Division of Selection Services to permit the City of Linden to opt out of the 2011 Fire Captain promotional examination process.

ACTION:**B-71 ADOPTED AMENDMENT: N.J.A.C. 4A:4-4.8, DISPOSITION OF A CERTIFICATION**

Submitted for the Civil Service Commission's (Commission) approval a Notice of Adoption to amend N.J.A.C. 4A:4-4.8, Disposition of a certification. The proposed amendment would delete paragraph (b)4 of the rule, which now provides that, in disposing of a certification of an eligible list under the "rule of three," an appointing authority must provide a statement of reasons to the Commission as to why an appointee was selected instead of a higher-ranked eligible, or an eligible in the same rank due to a tied score. The amendment deleting the requirement of a statement of reasons is proposed in light of the recent New Jersey Supreme Court decision in *In the Matter of Nicholas R. Foglio, Fire Fighter (M2246D)*, *Ocean City*, 207 N.J. 38 (2011), and also due to the fact that the provision has not fulfilled its function of ensuring merit-based appointments. Ten comments were received during the comment period; one comment expressed support for the proposal, while the remaining comments expressed opposition to the proposal. However, for the reasons explained in the Notice of Adoption, it is recommended that this proposal be adopted without change.

ACTION:

B-72 SHANNON DALTON, ET. AL.

Shannon Dalton, Kelly Glenn, Ernie Guia, Janet Hoesly, Christopher Myers, Elizabeth Rosenthal, Dulce Sulit-Villamor, Megan Timmins, and John Tartaglia appeal the determination of the Office of Classification and Compensation in the Division of State and Local Operations denying their request to have the education requirements of the Personnel & Labor Analyst title series revised to require a Juris Doctorate degree for all titles above Trainee and to have the class codes of those titles commensurately increased to reflect the proposed revision.

ACTION:**B - 73 SHANNON DALTON, ET. AL.**

Shannon Dalton, Cheryl Gane, Kelly Glenn, Ernie Guia, Janet Hoesly, Christopher Myers, Elizabeth Rosenthal, Bob Schremser, Dulce Sulit-Villamor, John Tartaglia, and Megan Timmins appeal the determination of the Office of Classification and Compensation in the Division of State and Local Operations which determined that the Personnel & Labor Analyst title series was not entitled to an increased salary range.

ACTION: